**Safety Advisory Committee**
July 6, 2012
1:30 – 3:00 PM

# Minutes

| Committee Member | Representing | Present |
|---|---|---|
| Anderson, Erik | Materials Sciences Division | |
| Bello, Madelyn | Human Resources Advisor | X |
| Blodgett, Paul M. | Environment, Health and Safety Division | X |
| Carithers, William | Physics Division | |
| Christensen, John N. | Earth Sciences Division | X |
| Floyd, Jim | Safety Advisory Committee Chair | X |
| Franaszek, Stephen | Genomics Division | |
| Fujikawa, Brian | Nuclear Science Division | X |
| Giuntoli, Patricia | Computing Sciences Directorate | |
| Lukens Jr., Wayne W. | Chemical Sciences Division | * |
| Lunden, Melissa | Environmental Energy Technologies Division | |
| Martin, Michael C. | Advanced Light Source Division | X |
| More, Anil V. | Office of the CFO Advisor | |
| Sauter, Nicholas | Physical Biosciences Division | |
| Seidl, Peter | Accelerator & Fusion Research Division | X |
| Taylor, Scott E. | Life Sciences Division | |
| Tomaselli, Ann | Information Technology Division | X |
| Tucker, Eugene | Facilities Division | X |
| Thomas, Patricia M. | Safety Advisory Committee Secretary | X |
| Wong, Weyland | Engineering Division | |

**Others Present:** *Jerry Bucher *for Wayne Lukens*, Michael Carr, Michelle Flynn, Julie Henderson, Mike Kritscher, Nancy Rothermich, Mike Ruggieri, Andreas Schmid, Mark Scott, Bill Wells

## Chairman's Comments – Jim Floyd

- **Next Meeting –** Due to the many people who have planned vacations or travel for early August, we are planning to cancel the August Safety Advisory Committee meeting. The next meeting will be September 7.
- **Peer Review Status –** The Peer Review for Environmental Energy Technologies Division has been completed. The process has started for Nuclear Science Division. Jim Floyd has met with the Division Director, determined topics, and started selecting a team and developing draft lines of inquiry. Engineering Division will be the next to be reviewed.
- **Chemical Safety Issues –** There are three open items for review: nano, delivery of chemicals, and guidance for signage during temporary work situations. These will be covered in detail at the next meeting.

## Work Planning & Control Update – Scott Taylor and Michelle Flynn

The draft Technical Area Work Release policy was presented to SAC in April and the Division Safety Coordinators in June. Michelle Flynn is working with Facilities to develop a self-service portal for Divisions to maintain their list of Work Releasers. They held a discussion session to obtain user input on June 28. They are working with Information Technology to develop the software. There will be a pilot implementation in a few selected divisions before site-wide rollout.

The Integrated Hazards Analysis (IHA) system is under development. The IHA is a sub-system of the Work Planning and Control (WPC) system and Environmental Health and Safety (EHS) will manage IHA data once the system is up and running. EHS Subject Matter Experts (SMEs) have drafted a list of potential hazards and conditions. Risk levels (low, medium, high) are being assigned for each combination of hazards and conditions. Low-risk activities will be authorized by Divisions. Medium-risk activities will be authorized by Divisions, with EHS notification. High-risk activities will be authorized by Divisions, with EHS concurrence. Controls (required and/or recommended) are assigned to each combination of hazards and conditions. There will be links to additional safety information related to the hazards, including optional Lessons Learned reports. The information will be ready for programming soon. The IHA sub-system should be ready for use by EHS SMEs by the end of the calendar year. User friendliness is a top priority in developing the system.

Divisions (Activity Leads and others) will interact with the system through an "Activity Manager" interface. It will provide a single point of entry for describing all work. The Activity Leads will select the hazards and conditions that apply to their operations. Beginning next week, Michelle Flynn and Scott Taylor will be meeting with small groups from 3 Divisions. All Divisions will be given the opportunity to review the system and provide feedback on design prior to system programming. User friendliness is a top priority in developing the system.

Howard Hatayama is chairing a Line Management Roles and Responsibilities Committee that is working on defining the responsibilities of Activity Leads. A draft policy is expected to be completed by the end of summer.

For further information, see the Work Planning and Control wiki site: https://commons.lbl.gov.display/wpd/Home

## Electrical Equipment Inspection – Mark Scott

Mark Scott is working on risk ranking and indexing equipment in the electrical equipment database. More inspectors have been trained. He is developing a testing schedule with performance metrics. There are questions about risk management and program implementation that will require LBNL management

decisions and Berkeley Site Office concurrence. "Conditional acceptance" of new equipment presents some risk that must be acceptable to management. There are questions about whether it is more cost-effective for Divisions to survey their own equipment or use a vendor.

Mark Scott is working with Procurement to develop ways to encourage people to purchase Nationally Recognized Testing Laboratory (NRTL) certified equipment whenever possible. Procurement is talking to suppliers listed on eBuy and looking at modifying contracts. eBuy is an internal LBNL system. Procurement is also looking at flagging the "NRTL or inspection" requirement on electrical equipment purchase requests. Equipment could be screened at receiving. They could develop a list of items that have previously passed inspections.

**Area PPE and Food Rules Update – Jim Floyd**

Mike Wisherop and Marty White have met with Division Safety Coordinators and held two brown bag sessions (June 21 and 28) regarding the proposed policy. The attendance at the brown bags was sparse. The articles in Today at Berkeley Lab were vague. The policy is expected to be signed in July, with rollout beginning in August and September.

**PUB-3000 Update – Bill Wells**

The health and safety manual (traditionally known as PUB-3000) is being converted to wiki format. Policies will be in the Regulations and Procedures Manual (RPM) and procedures will be in the health and safety manual. For example, the Work Planning and Control policy will be in the RPM and the implementation procedures for the Activity Manager system will be in the health and safety manual. Chapter 1, covering general ES&H requirements, responsibilities, and work practices, is expected to be completed by the end of the fiscal year. The work processes will reference the requirements management process. Bill Wells requested help in looking at the draft of Chapter 1. Edith Perry sent it out for comments. The revised chapter will restore some information about matrixed personnel that was omitted in the June 30, 2010 change. There are no significant new policy changes. There will be some changes in language. There will be a description of how we do business through Integrated Safety Management. The description of supervisor responsibilities is being re-examined.

There are about 5 chapters in PUB-3000 that discuss various types of safe work authorizations: Activity Hazard Documents, Job Hazards Analysis, Subcontractor Job Hazards Analysis, construction work authorizations, off-site work authorizations, etc. These chapters will need to conform to the new centralized Work Planning and Control system. The target is to make these revisions by the end of the fiscal year. Bill Wells, John Heim, and Mike Wisherop are working on these changes.

**Emergency Management Update – Nancy Rothermich**

Nancy Rothermich has been on special assignment to help Emergency Services develop systems to implement DOE Order 151.1c regarding planning for potential off-site consequences of releases of hazardous substances. There was a letter from Aundra Richards to the University of California Office of the President regarding LBNL being behind schedule in developing an adequate system to comply with the Order. Emergency Services needs to be notified of any container of National Fire Protection Association health hazard category 3 or 4 substances above the thresholds of ≥5 gallons liquid, ≥40 lbs. solid, or ≥ 10 lbs. gas. Researchers are encouraged to minimize their storage and use of hazardous substances where possible; however, there is no prohibition against having these substances if they are needed. Nancy Rothermich has been working with Procurement to develop an assurance mechanism. They are looking at flagging items in eBuy vendor catalogues that may exceed the notification thresholds. They are also looking at using the Chemical Management System. It is possible to get a list of everything that is being ordered now; however, sorting through the orders to find items that exceed the thresholds is very labor intensive. There was a benchmarking report about how other Labs are implementing the order. Most of them are using a centralized ordering or receiving point. The systems can be expensive and create bottleneck delays in getting chemicals to researchers. The next step after identifying the substances is for Emergency Services to perform dispersion modeling and do emergency response planning.

The meeting was adjourned at 2:45 PM
Respectfully submitted, Patricia M. Thomas, SAC Secretary